



GENERAL POLICE ORDER

CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: JANUARY 1, 2006	REVISED DATE: June 11, 2014	NO. PAGES: 1 of 2	NUMBER: 1.3.26
SUBJECT: <b style="text-align: center;">RESTRICTED DUTY (RD)			
ASSOCIATED MANUAL:		RELATED ORDERS: 1.1.11, 1.1.13, 1.3.06, 1.3.24, 1.3.25, 3.2.11	
CHIEF OF POLICE: <b style="text-align: center;"><i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To establish guidelines for Restricted Duty (RD) assignments.

POLICY: The City and the respective labor unions acknowledge there are no permanent Restricted Duty assignments. *However, the Cleveland Division of Police may assign a member to temporary duties and hours in instances of illness/injury, misdemeanor criminal charge against the member, an Employee Assistance Unit intervention, an alcohol/drug policy violation, or for any reason as determined by the Chief of Police.*

PROCEDURES:

- I. Restricted Duty Oversight Committee
 - A. The committee shall be comprised of the lieutenant in charge of the Personnel Section, a sergeant assigned to the Personnel Unit, the Medical Unit Coordinator and the *Commander of the Bureau of Support Services or designee.*
 - B. The committee shall meet periodically to review the RD assignments and extended illness lists, then submit their recommendations to the Chief of Police.
- II. Members may be temporarily detailed to a restricted duty assignment that benefits the Division.
 - A. *The Chief of Police shall have sole authority to grant RD status.*
 - B. The Officer-in-Charge of the Personnel Unit shall designate restricted duty assignments subject to the approval of the Chief of Police.
 - C. RD assignments will be granted on a case by case basis, with Hazardous Duty Injuries (HDI) having priority over others.

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- III. Upon a *recommendation* by the Medical Director for RD status and before a RD assignment has been made, the member requesting RD shall complete the Terms of Restricted Duty Assignment form (attachment) and provide it to the Personnel Unit. This form will be provided by the Medical Unit staff.
- IV. Members who have received a RD assignment due to a pregnancy shall notify the Medical Unit Coordinator of the birth of the child. Upon receiving this notification, the Medical Unit Coordinator shall remove the member from RD status.
- V. *Members may receive a RD assignment when charged with a misdemeanor.*
- VI. *Members on RD because of a misdemeanor criminal charge or on RD for an administrative alcohol or drug policy violation shall surrender their city issued duty firearm to a superior officer who shall ensure the firearm is conveyed to the Ordnance Unit. The Ordnance Unit shall maintain the duty firearm until the criminal case(s) have been adjudicated and an administrative hearing has been convened as applicable. The Chief of Police may:*
- A. *Approve the member to return to full duty.*
 - B. *Approve return of the member's duty firearm.*
- VII. *Members may receive a RD assignment when involved in a traumatic incident, as defined in GPO 1.1.28 Post Traumatic Incident Protocol.*
- VIII. *Members on RD shall:*
- A. *Not engage in secondary employment until returned to regular duty status.*
 - B. *Report to the Medical Unit as requested by the Medical Director or the Medical Unit Officer-in-Charge.*
 - C. *Be prohibited from firearm re-qualification.*
 - D. *Not work overtime, other than subpoenaed court overtime.*